

Details of Next of Kin

Title _____ Surname _____ First Name _____ Middle Name _____
 Date of Birth (D D M M Y Y) Gender: Male Female Nature of Relationship: _____

Contact Details:

Residential/Contact Address: _____
Plot/House Number Street Name City/Town
 Nearest Bus Stop/Landmark: _____ Local Govt. Area: _____ State: _____
 Office no: () _____ Phone no () _____
Country code Country code

Employment Details

Please tick appropriate segment and sub segment below that best suit your status

Self Employed Employed Student Unemployed Retired Diaspora Expatriate Dependent
 Entrepreneur Tertiary Secondary Public Sector Professional Service Provider/Firm Entertainer
 Private Sector Others _____ Date of Employment (if employed) (D D M M Y Y)
Please specify

Employer's Name: _____

Employer's / Employment Address: _____
Plot/House Number Street Name City/Town

Nearest Bus Stop/Landmark: _____ Local Govt. Area: _____ State: _____

Nature of Business/Occupation: _____ Sector/Industry: _____

Office no: () _____ Phone no () _____
Country code Country code

Account Mandate(s)

Account Name: _____

Account No: _____

Mandate Authorization/Combination Rule

Mandate Authorization/Combination Rule (Please tick appropriately) Sole Signatory Either to sign Both to Sign

Account Name _____

Surname: _____

Other Names: _____

Class of Signatory: _____

Identification Type: _____

Identification No: _____

SPECIMEN SIGNATURE

PASSPORT PHOTOGRAPH

 Print your First, Middle & Last Name at the back of your passport

Account Service(s)

SMS Alert Email Alert Cheque Book e-statement Debit Card Prepaid card

e-statement Frequency (Please tick appropriately) Monthly Quarterly Semi-Annually Annually N/A (Not Applicable)

Electronic Banking Preferences (Please tick appropriately)

Internet Banking NOVA Mobile Banking

JURAT (Where Applicable)

I agree to abide by the content of this agreement and acknowledge that it has been truly and audibly read over and explained to me by an interpreter.

MARK OF CUSTOMER/
THUMBPRINT

MARK OF CUSTOMER/
THUMBPRINT

Address of Interpreter: _____

Name of Interpreter: _____

Language of interpretation: _____

Office Number: () _____
Country code

Date: (D D M M Y Y)

Account Operation

Cheque Confirmation

You are required to confirm in writing to NOVA Bank, all cheques of N250,000.00 and above before such cheques are presented for payment over the counter and N500,000.00 and above via clearing.

This policy was adopted to further safeguard your account from fraudulent practices. However, if confirmation is not required for your payments, kindly sign the indemnity below.

Specify if other confirmation amount is required

Indemnity where confirmation is not required.

I hereby instruct NOVA Bank to pay all cheques duly signed by me/us without further confirmation.

Authorized Signatory

Date:

Authorized Signatory

Date:

General Terms & Conditions

- I/We hereby authorize Nova Bank Limited to open an account in my/our name and authorize all cheques or other money orders presented with respect to the account, provided that they are issued in accordance with our mandate card, subject to the availability of sufficient funds in the account.
- I/We hereby agree that we shall bear full liability and/or consequences with respect to the issuance of any cheque without sufficient funds in our account.
- I/We hereby state that any request made to the Bank by way of an application for a credit facility(ies) shall be signed by our authorized signatories.
- I/We hereby agree that Nova Bank Limited is entitled, at any time and without notice to us, to combine or consolidate all or any of our accounts or related accounts and set off any sum therein for the purpose of satisfying any of our liabilities to the Bank.
- I/We hereby agree that Nova Bank Limited shall bear no liability for any funds handed to a staff member of the Bank outside the Bank's premises or outside banking hours, except as agreed by the Bank in writing, and the Bank shall be fully indemnified against any loss, claim, damage, or action that may arise therefrom.
- I/We hereby agree that the Nova Bank Limited may close our account(s) if there is a suspicious inflow into our account for security reasons or if there is any fraud related to the account.
- I/We hereby authorize and grant consent to Nova Bank Limited to carry out the necessary checks on our company at the various bureaus and reference agencies and to also share our information with such agencies. The Bank is discharged from any liability or damages made against it by virtue of us granting this consent.
- I/We authorize Nova Bank Limited to debit our account with the applicable charges for legal searches conducted on our account at the Corporate Affairs Commission or any other relevant agency/authority.
- I/We agree that we shall not release cash, issue cheques in favour of any Nova Bank Limited staff, or transfer money into his/her account, and in the event of such, Nova Bank Limited is fully indemnified against all loss, claims, actions, damages, or requests which may result.
- I/We agree that Nova Bank Limited shall not be liable if any person other than myself/ourselves provides our usernames, passwords, and/or login details which are known only to me/us, for any of the Bank's products, and if it reasonably appears that the information provided originated from me/us, for any transactions carried out.
- I/We agree that Nova Bank Limited may debit the account with the usual banking charges, interests, and fees as may be determined from time to time.
- I/We hereby indemnify Nova Bank Limited against any loss, damages, or claims that may arise on the account due to any falsehood, inaccuracy of any statement or information, or misrepresentation made to the Bank.
- I/We hereby authorize the Nova Bank Limited to debit our account for any malicious or frivolous claims, suits, or garnishee/Mareva orders brought against the Bank in relation to our account, that require the Bank to seek legal representation.
- I/We hereby grant NOVA Bank Limited the consent/authority to create an account on my/our behalf and process my/our data in line with Nova Bank Privacy Policy (<https://www.novabank.ng/privacy-policy/>) and the Nigeria Data Protection Act (NDPA). I/we am/are also aware that I/we can withdraw my/our consent at any time.
- I/We would like to receive updates, offers, promotional materials, and marketing communications from Nova Bank Limited by email, text messages, or phone calls.
- Charges: Enrolment for these services are FREE. Access charges and o the applicable charges and other applicable charges may be levied for funds transfer and specific transactions. Please refer to the website <https://www.novabank.ng/> for further information

Declaration

INFORMATION CONFIRMATION

I/We hereby apply for the opening of an account or accounts with _____ NOVA Bank. I/We understand that the information given herein, and the document presented are the basis for opening such account(s) and hereby warrant that such information is correct.

I/We further undertake to indemnify the Bank for any loss suffered as a result of any false information or error in the information provided to the bank.

By signing this document, you have agreed to the general electronic banking and general data protection regulation (NDPR & GDPR) terms and conditions for account opening contained on our website: <https://www.novabank.ng/>

Surname _____

Surname _____

Other names: _____

Other names: _____

Authorized Signatory

Date:

Authorized Signatory

Date:

ACCOUNT OPENED BY	
NAME _____	
DATE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	SIGNATURE _____

ACCOUNT OPENED BY	
NAME _____	
DATE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	SIGNATURE _____

FOR BANK USE ONLY

KYC- DESCRIPTION TO THE ADDRESS

(Please indicate road/street leading to the address, type & colour of the property, the existence of the person/business)

Declaration And Acknowledgement

I/We attest that a comprehensive and thorough confirmation has been carried out on the information provided above as regards customer address verification (CAV) and that the information provided is true, correct and updated.

Visitation/Relationship Officer Name: _____ Signature & Date _____
 (Must be a PERMANENT STAFF)

Business Manager _____ Signature & Date _____

Account opening authorized by:

Staff ID:

Surname _____

Other Name _____

Signature

Account opening approved by:

Staff ID:

Surname _____

Other Name _____

Signature

Document Requirements Checklist

	Checked	Deferred	Waived	N/A
1. Duly completed Account Opening Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Duly completed Specimen Signature Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. One (1) passport-sized photograph of each signatory Full names written on the reverse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Introduction Letter (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Resident Permit (for Non-Nigerians)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Power of Attorney (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Proof of (original or true certified copy acceptable) Lease Agreement, PHCN, LAWMA, Water Corporation, Fixed Telephony Services Bill, Etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Two (2) Satisfactorily Completed Reference Forms (For Current Account)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Letter of Indemnity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Other Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List Please _____

Branch ACCOUNT NUMBER: Referral Code
 (Staff ID)



Ways to Bank with Us

**Getting Your Money Made
Easy with NOVA Bank.**

Welcome to NOVA Bank!

Below are the various ways you can operate your account effortlessly.

A. Funding Your Account

1. **Cash Deposit** – Deposit cash (foreign and local currency) into your account at any NOVA branch.
2. **Cheque Deposit** – Deposit cheques at any of our branches, including:
 - Personal Cheques
 - Third-Party Cheques
 - Bank Drafts
3. **Electronic Transfer** – Receive funds from other banks to your NOVA account.

B. Withdrawing from Your NOVA Account

1. **Cash Withdrawals** – Withdraw cash at any of our branches using withdrawal slips or cheques.
2. **Third-Party Cheques** – Write cheques in favor of third parties.
3. **NovaPro Corporate Internet Banking** – Manage bulk payments and transactions securely online. <https://novapro.novabank.ng/user/login>
4. **NOVA Debit Cards** – Enjoy 24/7 access to your funds via ATMs, POS terminals, and online payments.
5. **NOVA Phygital Mobile Banking App** – Your bank in your palm.
Download the Nova Phygital mobile app today on your App Store for fast, secure, and reliable banking.

NEW THINKING.
NEW OPPORTUNITIES.



Ways to Reach Us



We are here to assist you every step of the way. Whether you have a question, need assistance, or simply want to learn more about our services, we are just a message or call away. Here are the best ways to reach us:

Visit Our Website

For product information, online services, and more, please visit: www.novabank.ng

Email

For any inquiries, reach us via email at: customerservice@novabank.ng

Phone

Our customer support team is available to take your call:

 **+234 913 666 6680 or 02 01 280 4000**

WhatsApp

Chat with us on WhatsApp: **+234 913 666 6680**

Connect with Us on Social Media

 **Instagram: @novabankng**

 **LinkedIn: NOVA Bank**

 **Facebook: NOVA Bank**

 **X: @novabankng**

We look forward to connecting with you and assisting with all your banking needs.

Thank you for choosing NOVA Bank as your preferred financial partner.